

Essential Skills Wales in Application of Number

Example Entry 1 assessment

Preparing lunch for friends

Assessment pack

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- 1 centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- 2 candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: the Essential Skills Wales standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the Welsh Assembly Government Department for Children, Education, Lifelong Learning and Skills (DCELLS).

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com

centresupport@cityandguilds.com

Contents

1	Assessment guidelines	4
1.1	Checklist and overview	4
2	Assessment recording	5
2.1	Assessment record sheet	5

1 Assessment guidelines

1.1 Checklist and overview

General assessment guidelines applicable to all City & Guilds Entry level ESW assessments can be found in the City & Guilds ESW qualification handbook. The following is a checklist of the basic guidelines as well as information particular to ESW Application of Number.

Overview of this assessment

The candidate is planning a lunch for four people.

The assessment tasks are focused on the three skill areas at Entry 1:

- Understand numerical data (NE1.1)
- Carrying out calculations (NE1.2)
- Interpret results and present findings (NE1.3)

The evidence and skills requirements for ESW are explained in more detail in the DCELLS document 'Essential Skills Wales'. This can be downloaded from <http://bit.ly/dcells-esw>.

The assessment at Entry level is summative and should only be attempted once the candidate is deemed to have the skills and knowledge necessary to achieve – known as 'when ready'. Assessors/tutors must **not** teach to the actual assessment tasks and the assessment must be presented to candidates 'unseen', although it is expected that by the time of assessment candidates will have had plenty of practice in developing and using these skills in a range of contexts appropriate to the level, and should be familiar with the processes involved in the type of activity contained in this assessment.

Administration of the assessment

- The assessment must be completed under supervised conditions. This need not involve a formal 'examination' environment, although the assessor/tutor or another designated supervisor must be present throughout to ensure all work is produced independently by the candidate.
- The assessment may either be completed in one session or split over two **consecutive** sessions, with no learning or preparation given in between. If not completed in one sitting, the candidate's paper and all materials produced by the candidate must be collected in and stored securely until the next session begins. On no account may candidates take any of their work away with them between sessions.
- Candidates may be assisted with any aspects of each task that are not being assessed. For example, the assessor/tutor may give help explain or paraphrase the instructions, if asked, but may not assist the candidate in carrying out any of the mathematical processes being tested. The assessor/tutor must not intervene or volunteer information unless asked for help. Candidates may use dictionaries (including a bilingual dictionary) without asking.
- Where candidates are unsuccessful in this assessment, they will need further practice in the relevant skill(s) before attempting another assessment at a later date. A different assessment (either another title from the City & Guilds pre-approved bank or a centre-devised assessment that has been approved by City & Guilds) must be used when re-attempting.
- Candidates that have attempted this assessment must **not** under any circumstances take any other 'Preparing lunch for friends' assessment.

2 Assessment recording

2.1 Assessment record sheet

Candidate's name:

City & Guilds enrolment number:

Date(s) and time(s) assessment used:

Mark scheme	Evidence requirements	Tick if achieved
Assessor signature to confirm candidate has checked understanding of activity.	NE1.1.1	<input type="checkbox"/>
Assessor signature to confirm candidate has checked understanding of how to tackle task. Evidence can include candidate notes showing this.	NE1.1.2	<input type="checkbox"/>
1. a) own choice recorded in table	NE1.3.1	<input type="checkbox"/>
b) information obtained from three people	NE1.1.3	<input type="checkbox"/>
c) choice from three people recorded in any manner	NE1.3.1	<input type="checkbox"/>
choice recorded in any manner		<input type="checkbox"/>
<i>two ticks for three people, one tick for at least one person.</i>		
2. a) correct number – cheese filling	NE1.2.1	<input type="checkbox"/>
b) correct number – egg filling	NE1.2.1	<input type="checkbox"/>
3. a) (£)1	NE1.1.3	<input type="checkbox"/>
b) correct answer <i>using number in 2a</i>	NE1.3.1	<input type="checkbox"/>
c) suitable check	NE1.2.1	<input type="checkbox"/>
4. a) (£)2	NE1.1.3	<input type="checkbox"/>
b) correct answer <i>using number in 2b</i>	NE1.3.1	<input type="checkbox"/>
c) suitable check	NE1.2.1	<input type="checkbox"/>
5. a) total from 3b and 4b	NE1.2.1	<input type="checkbox"/>
b) total includes units, ie £	NE1.2.1	<input type="checkbox"/>
c) suitable check	NE1.3.1	<input type="checkbox"/>
6. a) 10 – answer to 5a	NE1.2.1	<input type="checkbox"/>
7. a) square table chosen and ticked (or otherwise indicated)	NE1.2.1	<input type="checkbox"/>
b) 'square' <i>accept correct naming of whichever shape chosen in 7a answer can be given orally or in writing – accept any spelling.</i>	NE1.1.3	<input type="checkbox"/>
8. Candidate description of how results		
a) make sense	NE1.2.1	<input type="checkbox"/>
b) meet purpose of task <i>candidate notes or tutor comment.</i>	NE1.3.2	<input type="checkbox"/>
At least 17 ticks out of 22 required for success		enter total: <input type="checkbox"/>

Please complete the following page.

Please tick as applicable

- ☐ The candidate has met all of the evidence requirements indicated above and has successfully completed this assessment.
- ☐ The candidate was unsuccessful on this occasion.

The declarations on the final page of the candidate's paper must also be completed, even if the candidate was unsuccessful.

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

City & Guilds is a registered charity
established to promote education
and training